

## **User Training Assignment - Civil**

### What is CM/ECF?

CM/ECF is a replacement system for the existing case management systems in the federal courts based on current technology, new software, and increased functionality. The new system will enable the courts to create electronic case files and implement electronic filing over the internet.

### What are the benefits of CM/ECF?

- Modern Internet-based information system interfaced with other systems
- Improved business processes and procedures
- Flexibility to meet local needs
- Enhanced access to court files and documents for court staff and the public
- Immediate noticing
- 24 hour access
- Reduction in mail, courier and copy fees

You can use the examples below for e-filing practice in the Court's Training Database:

- Documents to be filed:
1. Entry of Appearance
  2. Motion for Summary Judgment
  3. Brief in Support of Motion for Summary Judgment with Exhibit 1 - Letter dated 01/20/04
  4. Answer to Complaint

If you have questions or need help, email [helpdesk@okwd.uscourts.gov](mailto:helpdesk@okwd.uscourts.gov) or call the ECF helpdesk at 405-609-5555.

1. Entry Of Appearance by Attorney# for defendant
  - a. Click Civil - Notices - Entry of Appearance [next]
  - b. Enter correct case number [next]
  - c. Verify that you are in the correct case [next]
  - d. Attach the document being filed (it must be in.pdf format)  
\*\*\*\*ALWAYS right click to open and review the document
  - e. Select the Filer - defendant [next]
  - f. Click the box to associate the attorney with the party [next]
  - g. Final text / Commit screen - **click [next] to file** the pleading  
\*\*\*\*if not correct, use your browser 'back' button to correct the entry before filing it
  - h. Notice of Electronic Filing (NEF) \*\*\* File Stamp\*\*\*
    - one free look at the **document**
    - electronic file stamp—assures a secure document
    - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
    - **print or save all NEF's**
    - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case
  
2. Motion for Summary Judgment
  - a. Click Civil - Motions - Summary Judgment [next]
  - b. Enter correct case number [next]
  - c. Select the Filer - defendant [next]
  - d. Entry of appearance information - reminds you to enter an appearance if you have not done so already [next]
  - e. Attach the document being filed (it must be in.pdf format)  
\*\*\*\*ALWAYS right click to open and review the document
  - f. Enter additional information to the entry if necessary; for practice make the entry read:  
**"First Motion for Summary Judgment on claims 1-4"**  
[next]
  - g. Final text / Commit screen - **click [next] to file** the pleading  
\*\*\*\*if not correct, use your browser 'back' button to correct the entry before filing it
  - h. Notice of Electronic Filing (NEF) \*\*\* File Stamp\*\*\*
    - one free look at the **document**
    - electronic file stamp—assures a secure document
    - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
    - **print or save all NEF's**
    - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case

3. Brief in Support of Motion for Summary Judgment with Exhibit 1 - Letter dated 01/20/04
- a. Click Civil - Other Documents - Brief [next]
  - b. Enter correct case number [next]
  - c. Verify that you are in the correct case [next]
  - d. Attach the document being filed (it must be in.pdf format)  
\*\*\*\*ALWAYS right click to open and review the document  
Click **"Yes"** for attachments [next]
    1. Click 'browse' and attach the exhibit .pdf file
    2. Choose **"Exhibit"** from the **"Type"** box  
add "1 - Letter dated 01/20/04" in the description field
    3. Click "Add to List"if you have more attachments, go through steps 1, 2, & 3 as many times as necessary, when finished click [next]
  - e. Select the Filer - defendant [next]
  - f. Since this brief is in support of the Motion for Summary Judgment, check the box "Refer to existing event(s)" [next]
  - g. Check the box next to the Mtn for Summary Judgment [next]
  - h. Make any additions to the docket entry as necessary [next]
  - i. Final text / Commit screen - **click [next] to file** the pleading  
\*\*\*\*if not correct, use your browser 'back' button to correct the entry before filing it
  - j. Notice of Electronic Filing (NEF) \*\*\* File Stamp\*\*\*
    - one free look at the **document**
    - electronic file stamp—assures a secure document
    - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
    - **print or save all NEF's**
    - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case
4. Answer to Complaint
- a. Click Civil - Answers to Complaints
  - b. Enter correct case number [next]
  - c. Entry of appearance information - reminds you to enter an appearance if you have not done so already [next]
  - d. Select the Filer - defendant [next]
  - e. **Check the box next to the Complaint being answered &**  
Attach the document being filed (it must be in.pdf format)  
\*\*\*\*ALWAYS right click to open and review the document
  - f. Check appropriate boxes for counter-claim, etc. [next]
  - g. Update Jury Demand as appropriate [next]
  - h. Type "jury demand" on the next screen if appropriate [next]
  - i. Make any additions to the docket entry as necessary [next]

- j. Final text / Commit screen - **click [next] to file** the pleading  
\*\*\*\*if not correct, use your browser 'back' button to correct the entry before filing it
- k. Notice of Electronic Filing (NEF) \*\*\* File Stamp\*\*\*
- one free look at the **document**
  - electronic file stamp—assures a secure document
  - noticing - it is the filers responsibility to serve copies along with the NEF to attorneys and parties not set up for e-notification
  - **print or save all NEF's**
  - determining who's on ECF - look at the NEF or click Utilities / Mailings / Mailing Info for a Case